C/O _____ $ _____
C/O _____ $ _____
C/O _____ $ _____
C/O _____ $ _____

MASSACHUSETTS INSTITUTE OF TECHNOLOGY
OFFICE OF THE VICE PRESIDENT FOR FINANCE
TRAVEL EXPENSE VOUCHER

Sent check to

Anthony Pelletier 2-236

ACCTG. VOUCHER NO. _____

GRAD. STUDENT ☐ VISITOR ☐
EMPLOYEE ☐ STUDENT ☐

NAME _____ EMAIL _____

ADDRESS 2-236 c/o Anthony Pelletier

DATE TRIP STARTED _____ TIME _____ DATE TRIP ENDED _____ TIME _____

PURPOSE OF TRIP _____

TRANSPORTATION					
DATE	FROM	TO	Class	MODE	AMOUNT
					$
	PRIVATELY OWNED AUTOMOBILE none MILES @ 0.51 PER MILE				
	TOLL CHARGES				

TAXI, BUS, ETC			
DATE	FROM	TO	MODE

SUBSISTENCE	
HOTEL	NUMBER OF NIGHTS
	BUSINESS MEETING
	ALCOHOL
	NUMBER OF MEALS
PER DIEM ALLOWANCE FOR FOREIGN TRAVEL ONLY OR PRE APPROVED DOMESTIC TRAVEL:	
(IN LIEU OF HOTEL AND MEAL CHARGES)	DAYS @ PER DAY

OTHER EXPENSES (ITEMIZE)

PLEASE ATTACH TICKET STUBS AND HOTEL BILLS	TRAVELER'S EXPENSE	$ 0.00	$ 0.00
	LESS ADVANCES: (Cash, Registrations, Deposits, Furn.Tickets)	$ 0.00	
	NET DUE: M.I.T.	$ 0.00	
	NET DUE: TRAVELER	$ 0.00	
SIGNATURE OF TRAVELER DATE	NET DUE: 3RD PARTY (HOTEL, ETC.)		
AUTHORIZED SIGNER ON THE ROLES DATA BASE SYSTEM DATE			
	TOTAL COST OF TRIP		$ 0.00

rev 5/09 *Mail Original to the VPF Travel at NE49-4037*